

**ACTON HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
MINUTES  
May 28, 2024, at 3:00p.m.  
VIRTUAL MEETING**

Present: Bernice Baran, Peter Berry, Nancy Kolb, Sahana Purohit, and Melissa Wingfield  
Also Present: Kelley Cronin, Melissa Bible  
Attending: Fran Arsenault, Jeff Bergert

Ms. Kolb called the meeting to order at 3:07 p.m. via a virtual meeting platform with no Board members in physical attendance and broadcast via Zoom virtual meeting platform.

- I. Ms. Kolb read the rules of the remote meeting and conducted a roll call for attendance with all Board members being present.
- II. Minutes

Ms. Kolb asked for a motion to approve the minutes. Ms. Wingfield made a motion, which was seconded by Ms. Baren to;

***Approve the minutes of the April 23, and May 14, 2024, meetings.***

and upon roll call the “Ayes” and “Nays” were as follows:

Bernice Baran: Aye

Peter Berry: Aye

Nancy Kolb: Aye

Sahana Purohit: Aye for April 23 and Abstained May 14

Melissa Wingfield: Aye

The motion was approved.

- III. Board and Executive Director Updates

Ms. Cronin let the Board know the Town Manager, John Mangiaratti, had let her know the sewer project was moving forward. The Town has provided some additional funds for the sewer project locally so the State made up the gap so that the project could go forward. Ms. Cronin let the Board know the State would also expect that McManus Manor will need to raise some additional local funding to get additional resources from the State.

Ms. Kolb discussed having future meetings be conducted more formally with a new Director coming on. Ms. Kolb asked Board members to raise their hand when they want to speak, which would make it easier for the Director to keep track of the conversation and record the minutes of future meetings.

Ms. Baran congratulated Ms. Arsenault on being elected the Chair of the Select Board. Ms. Arsenault let the Board know that the Select Board was soliciting input on priorities for the upcoming fiscal year.

- IV. New Business

Ms. Kolb asked Ms. Cronin if there was anything of note in the first quarter financials. Ms. Cronin let the Board know that the tenant account receivables were still an issue for the family program. Many families who got behind during COVID, have still not brought their rent balances to zero. The Acton Housing Authority (AHA) successfully applied for federal funds to help tenants with their balances

during COVID. However, the State RAFT program is denying most public housing tenants the AHA assists in applying for help with rent balances currently. Ms. Cronin let the Board know that this is a state-wide problem and that courts require the Housing Authority to wait while the tenant applies for raft to have a court hearing. The tenant is usually denied RAFT assistance and by the time there is a court hearing the tenants can owe over five months' rent. This has resulted in much higher tenant account receivables since prior to COVID.

Ms. Cronin reviewed the change order for the Fire Panel/Alarm system replacement project. Mr. Berry made a motion, which was seconded by Ms. Wingfield to;

***Approve the change order number 2 in the amount of \$1,295.12 for the Fire Panel replacement project #002097.***

and upon roll call the “Ayes” and “Nays” were as follows:

Bernice Baran: Aye

Peter Berry: Aye

Nancy Kolb: Aye

Sahana Purohit: Aye

Melissa Wingfield: Aye

The motion was approved.

Ms. Cronin stated that the CPA award for McManus Village window replacement can be used to apply for High Leveraged Asset Preservation Program funding. If awarded the HILAP funds can pay for the replacement of the kitchens, baths and flooring at the units which have not been updated at McManus Village. Ms. Cronin also asked the Board to approve adding flooring replacement to the HILAP application at Windsor Green in addition to replacing bathtubs with walk in showers at Windsor Green. Ms. Baran made a motion, which was seconded by Ms. Purohit to;

***Apply for HILAP funding at McManus Village for interior improvements, such as kitchen replacements and at Windsor Green for walk in showers and flooring replacement, using community preservation awards as the required match.***

and upon roll call the “Ayes” and “Nays” were as follows:

Bernice Baran: Aye

Peter Berry: Aye

Nancy Kolb: Aye

Sahana Purohit: Aye

Melissa Wingfield: Aye

The motion was approved.

Ms. Cronin let the Board know signers for the bank accounts need to be updated so that she is removed as a signer and Ms. Bible is added. Ms. Cronin let the Board know the banks will need them to provide their signatures as well and require a board vote to approve the changing of signatures on the accounts. Ms. Purohit made a motion, which was seconded by Ms. Wingfield to;

***Approve the updating of all approved signers for the Acton Housing Authority for all bank accounts with Middlesex Savings Bank and Bank of America, removing Kelley Cronin and any former board members as signers. Add as approved signers the new Executive Director Melissa Bible and new Board members Peter Berry, Sahana Purohit and Melissa Wingfield and confirm existing approved Board signers Bernice Baran and Nancy Kolb.***

and upon roll call the “Ayes” and “Nays” were as follows:

Bernice Baran: Aye  
Peter Berry: Aye  
Nancy Kolb: Aye  
Sahana Purohit: Aye  
Melissa Wingfield: Aye  
The motion was approved.

Mr. Berry discussed the Acton Exchange and suggested that articles be submitted to the new local paper that are newsworthy regarding McManus Manor and the new Executive Director. He suggested the Exchange will be a good vehicle to get information out to educate the public about the AHA and public housing residents. Board members all agreed it was a great new source of local information that the AHA should contribute to.

Ms. Cronin reviewed the amendment to the capital plan financing. The State is providing an additional \$160,000 in annual formula funds and \$69,798 in asbestos abatement funding for a total contribution of \$230,553.60. Ms. Wingfield made a motion, which was seconded by Ms. Purohit to;

***Approve amendment #14 to the contract for financial assistance in the amount of \$230,553.60 for capital projects.***

and upon roll call the “Ayes” and “Nays” were as follows:

Bernice Baran: Aye  
Peter Berry: Aye  
Nancy Kolb: Aye  
Sahana Purohit: Aye  
Melissa Wingfield: Aye  
The motion was approved.

## V. Old Business

The board discussed the upcoming meeting schedule and decided to cancel the June meeting due to schedule conflicts.

Mr. Berry gave an update on the Community Preservation Committee. Ms. Baran gave an update on the Select Board meeting and Town Meeting votes. Ms. Cronin gave an update on the State budget and thanked Senator Eldridge and Representatives Sena and Cataldo for their strong support of Housing Authority funding this year and acknowledged and thanked the Board for their efforts in communicating the needs of the AHA to our elected officials.

## VI. The Board reviewed the April voucher. Ms. Baran made a motion, which was seconded by Ms. Wingfield and unanimously voted in the affirmative to:

***Approve the April voucher with a total expenditure of \$583,975.35 as presented.***

and upon roll call the “Ayes” and “Nays” were as follows:

Bernice Baran: Aye  
Peter Berry: Aye  
Nancy Kolb: Aye  
Sahana Purohit: Aye  
Melissa Wingfield: Aye  
The motion was approved.

VII. Ms. Kolb asked if there was any public comment. Mr. Bergert spoke and thanked the Board for the updates on Main Street projects. Mr. Bergert also mentioned the importance of keeping the community updated on AHA activities through the Acton Exchange. Hearing no other comments, Ms. Kolb asked for a motion to adjourn. Ms. Wingfield made a motion which was seconded by Ms. Purohit and unanimously voted in the affirmative to:

***Adjourn the meeting at 4:21 p.m.***

and upon roll call the “Ayes” and “Nays” were as follows:

Bernice Baran: Aye

Peter Berry: Aye

Nancy Kolb: Aye

Sahana Purohit: Aye

Melissa Wingfield: Aye

The motion was approved.

Respectfully submitted,

*Kelley A. Cronin*

Kelley A. Cronin

Executive Director

Documents and Exhibits Used During the **May 28th** meeting:

Minutes of the April 23 and May 14, 2024, meetings, first quarter operating statements and tenant account receivables, Term Sheet from MHP and Tax Credit Proposal from Redstone, Contract for Financial Assistance Amendment Number #14, Change order for project 002097, April Voucher